

**U.S. DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
OFFICE OF THE ASSISTANT ATTORNEY GENERAL
TRIAL ATTORNEY
GS-905-15**

VACANCY ANNOUNCEMENT NUMBER: 05-CRM-OAAG-018

About the Office:

The Office of the Assistant Attorney General ensures the accomplishment of the Criminal Division's mission to develop, enforce, and supervise the application of all federal criminal laws except those specifically assigned to other divisions. The Division, and the 93 U.S. Attorneys have the responsibility for overseeing criminal matters under the more than 900 statutes as well as certain civil litigation. Criminal Division attorneys prosecute many nationally significant cases. In addition to its direct litigation responsibilities, the Division formulates and implements criminal enforcement policy and provides advice and assistance. For more information about the work of the Division, please visit us at: <http://www.usdoj.gov/criminal/index.html>.

Responsibilities and

Opportunities Offered:

The Criminal Division seeks two talented attorneys to serve as Counsel to the Assistant Attorney General of the Criminal Division, Department of Justice. The incumbents will perform a variety of assignments of a sensitive nature in direct support of the managerial, policy and litigative responsibilities of the Assistant Attorney General. As Counsel, each incumbent:

- Participates in the formulation of Criminal Division programs and policies.
- Evaluates Criminal Division policies and programs and performs studies into the successes or failures of policies and programs.
- Analyzes and prepares reports and speeches for the Assistant Attorney General.
- Keeps up-to-date on national developments or changes in Administration's emphasis which could affect or potentially affect the policy, planning and litigative activities of the Division in order to keep the Assistant Attorney General informed.
- Maintains liaison with key officials of other government agencies and private sector concerning policy matters and decisions on important cases of law.
- Attends conferences, meetings, and briefings for the Assistant Attorney General, both within the Department and with high-ranking officials of the Federal, State and local governments, and Congressional staff.
- Prepares legal or other memoranda of a highly confidential or sensitive nature for the signature of the Assistant Attorney General.
- Maintains liaison with Section Chiefs, Office Directors and other attorneys and officials regarding pending cases and other significant operational matters of special importance to the Assistant Attorney General.

Qualifications:

Required qualifications: Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia. Applicants must be an active member of the bar in good standing.

Preferred qualifications: Strong writing skills, sound judgment, excellent academic credentials, and a demonstrated commitment to public service.

Travel:

Domestic and international travel is possible.

Salary Information:

GS-15: \$103,947 - \$135,136 per annum

Location:

The positions are located in Washington, DC

Relocation Expenses:

Relocation expenses are not authorized.

**Submission Process
and Deadline Date:**

Applicants must submit a resume or a current OF-612 (Optional Application for Federal Employment), and a current performance appraisal (if applicable). A current SF-171 (Application for Federal Employment) will be accepted as well. Applications should be sent to:

Please send this information to: Department of Justice
Criminal Division
McPherson Square, P.O. Box 27599
Bond Building, 5th Floor

Washington, DC 20530
ATTN: Ann Grace

No telephone calls please. This closing date for this position is Friday, November 18, 2005]. Applications sent through the mail, must be received by the closing date. Applications may also be faxed to (202) 353-0775 or e-mailed to CRIMINAL.CRMJOBS@USDOJ.GOV. Current salary and years of litigation experience will determine the appropriate salary.

Internet Sites:

Other attorney vacancy announcements can be found at: <http://www.usdoj.gov/oarm/attvacancies.html>

Department Policies: *The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions.